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SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
12 August 1976
1140 - 1220 hours

1. There were no additions to the Agenda for 12 August 1976.

2. ACTION : Secretarial Vacancy - Contracts Staff

MAJORITY : Concurred in moving [] GS-06,
Secretary Steno into the GS-07 slot vice
[] with the approval
of Chief, Contracts Staff/ORD. []
was asked to issue an Agency-wide vacancy
notice to fill the GS-06 Secretary Steno
position.

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3. ACTION : Vacancies due to maternity leave.

MAJORITY : Concurred that a vacancy notice be issued
within ORD, DDS&T and then Agency-wide
to fill the Contract Support Assistant
position in [] ORD now occupied
by [] leave
will run from 1 October 1976 to
1 March 1977.

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DECISION : It was the decision of the Chairman to
ask [] how he would like to handle
filling the secretarial position in
[] ORD during the absence of []
from 22 November 1976 through
31 January 1977.

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4. The Panel was informed by [] that []
GS-07, Secretary Steno in [] ORD wants to leave ORD and is actively
looking for another position.

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5. The Chairman requested that no vacancy notice be issued for
the position now encumbered by [] GS-06, Secretary-Steno
in [] ORD.

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6. The Panel was informed that the leave without pay period for
[] GS-07, Secretary Steno, formerly of [] ORD would be
coming to an end on 15 September 1976. As of this date, no word had
been received as to whether she plans to return or resign from the
Agency. ORD/Personnel will contact her about her future plans.

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